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Saskatchewan

Annual Report
1988-89

Saskatchewan
Human Resources, Labour
and Employment

Published by Authority of
The Honourable Grant Schmidt
Minister of Human Resources, Labour
and Employment

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Letters of Transmittal

The Honourable Sylvia Fedoruk
Lieutenant Governor
Province of Saskatchewan

May it Please Your Honour:

I respectfully submit the Annual Report of the Department of Human Resources, Labour and Employment for the fiscal year ending March 31, 1989.

Grant Schmidt
Minister of Human Resources,
Labour and Employment

The Honourable Grant Schmidt
Minister of Human Resources,
Labour and Employment

Dear Sir:

I have the honour of submitting the Annual Report of the Department of Human Resources, Labour and Employment for the year ending March 31, 1989.

Respectfully submitted,

Gerry Meier
Deputy Minister

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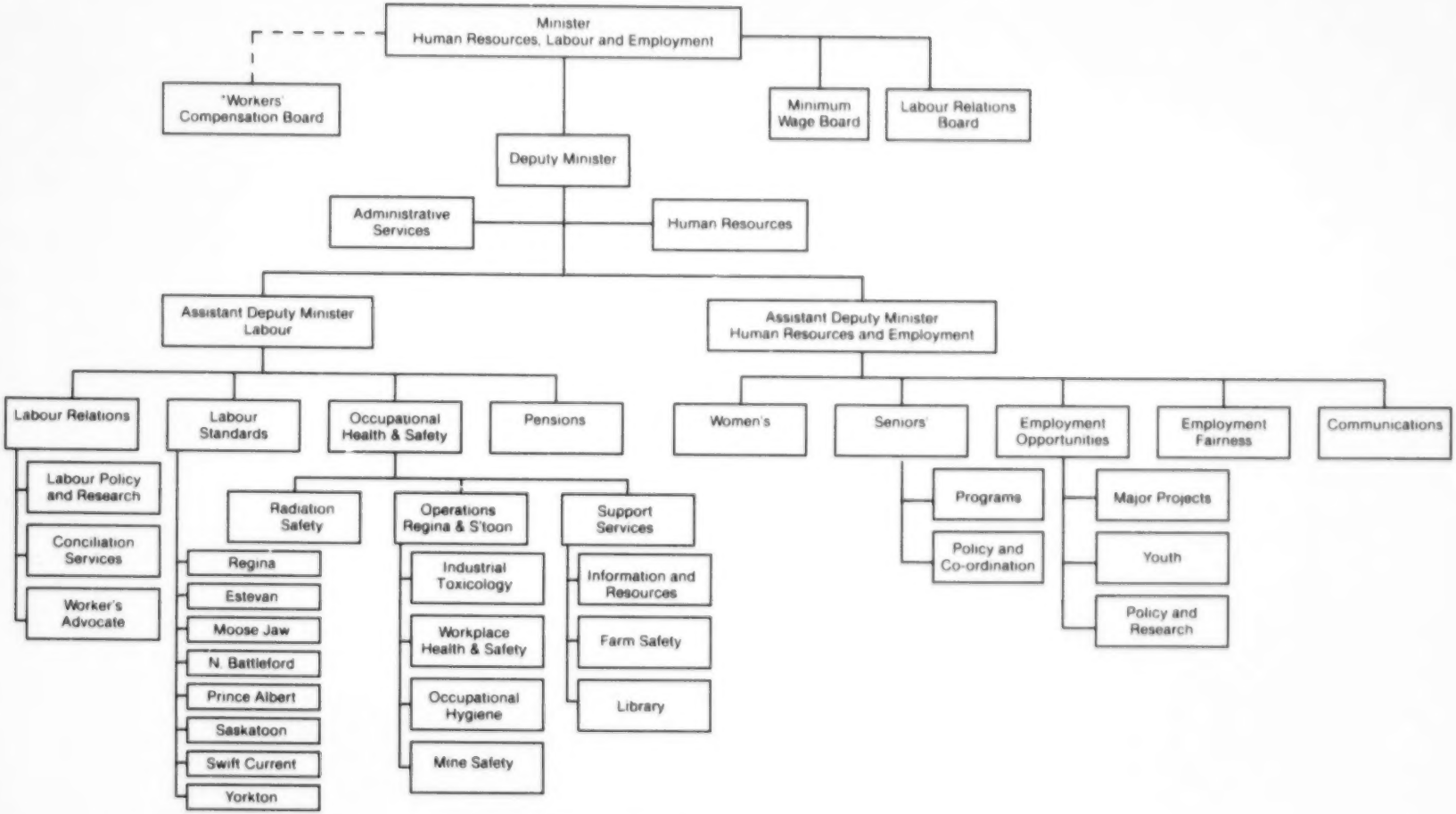

* Reports to the Legislature through the Minister of Human Resources, Labour and Employment

Summary of Saskatchewan Human Resources, Labour and Employment Activities

The following is a brief summary of department activities in 1988-89:

Labour Standards Branch

During the year under review, the Labour Standards Branch received 2,946 complaints and collected $1.436 million on behalf of employees. The Branch filed 171 certificates in the Court of Queen's Bench, commenced two prosecutions and held 31 third party hearings to enforce *The Labour Standards Act*.

Labour Relations Branch

Labour relations officers provided conciliation services in 26 cases involving a total of 14,562 employees. Officers also acted as mediators in 10 grievance disputes, helping to resolve 5 grievances. The Office of the Worker's Advocate addressed 280 new claims and re-opened 43 files during 1988-89. The branch issued several publications during 1988-89, including The Saskatchewan Labour Report; The Saskatchewan Labour Market Report; Non-wage Provisions in Saskatchewan Collective Agreements, 1988; and Wages and Working Conditions by Occupation, 1988.

Occupational Health and Safety Branch

Notices of Contravention were issued, requiring 3,148 unsafe matters to be corrected; seven prosecutions were initiated; 310 workplace hygiene surveys were undertaken; and 926 samples were processed in the laboratory.

One hundred and eighty-two courses and seminars were presented by branch staff to nearly 12,000 participants, including employees, employers and school children.

Audio-visual materials were provided to groups and individuals interested in safety promotion.

Sixty-nine new health and safety committees were established across the province.

Pension Benefits Branch

During the year under review, the Branch continued to administer the provisions of *The Pension Benefits Act*, provide information to pension plan members and participate in the Canadian Association of Pension Supervisory Authorities' work on pension issues.

Employment Opportunities Branch

In 1988-89, branch personnel worked with representatives from other departments and agencies to ensure that major projects in Saskatchewan provided for the hiring of Saskatchewan and target group people. Career information related to labour market trends was prepared for Saskatchewan young people. The branch funded 3,140 summer jobs for students under the Opportunities '88 program.

Employment Fairness Branch

During 1988-89, the Employment Fairness Branch worked with the two public sector unions, using joint union/employer committees to develop employment fairness plans which apply to in-scope employees. Consequently, in November 1988, the government received interim approval from the Saskatchewan Human Rights Commission (SHRC) for an employment fairness plan which applies to Saskatchewan Government Employees' Union positions in the Public Service/ Government Employment Bargaining Unit. A plan applying to Canadian Union of Public Employees Local 600 positions was submitted for SHRC approval in March 1989. Other initiatives included commencing a study of the physical accessibility of government buildings, developing an employment fairness workshop manual and completing a workplace survey to identify the target group population in the public service.

Seniors' Directorate

The Senior Citizens' Heritage Program provided 71,905 grants totalling $37,602,600 during 1988-89, for an average benefit of $523 per qualifying senior household.

On average, 25,942 seniors benefited each month under the Saskatchewan Income Plan for a total 1988-89 expenditure of $14,175,093.

Grants for Senior Citizens' Services totalled $1,116,032 for 1988-89.

Women's Directorate

In 1988-89, the Directorate actively participated in the planning and facilitation of major conferences which addressed issues for women in education and business. The Directorate promoted the accomplishments of Saskatchewan women through the publication of "Focus" magazine. As well, career awareness for high school students was highlighted in their publication, "Focus on Your Future". Inter-governmental meetings and consultations with federal/provincial/territorial counterparts examined a variety of issues, including the development of an update to *Towards a Labour Force Strategy: A Framework for Training for Women* and *Work and Family Responsibility Strategy*.

Labour Relations Board

A total of 313 applications were received by the Board during the year.

Between April 1, 1988, and March 31, 1989, the Labour Relations Board held 12 monthly meetings lasting a total of 153 days.

During 1988-89, 60 certification orders covering 2,663 employees were issued by the Board; 13 certification orders affecting 150 employees were rescinded.

Administrative Services Branch

The Administrative Services Branch provided the following services to Saskatchewan Human Resources, Labour and Employment and the Indian and Native Affairs Secretariat:

- financial planning, budgeting, accounting and financial information systems;
- space, furniture, equipment and supplies procurement;
- mail services; and
- computer technology application.

Communications Branch

The Communications Branch developed strategies to advise, inform and educate the department's many clients regarding the policies, programs and initiatives of the department. The branch was also responsible for communications in the Indian and Native Affairs Secretariat. Services included:

- quality control of all print, display and audio-visual materials used for public and departmental information and promotional programs;
- specialized advice and assistance in preparing promotional and educational publications.

Human Resources Unit

The Human Resources Unit provided the following personnel administration and human resources development services to managers and employees in the Department of Human Resources, Labour and Employment and the Indian and Native Affairs Secretariat:

- contract and benefit plan administration;
- employee relations;
- job evaluation and recruitment;
- coordination of work planning and evaluation;
- employment fairness initiatives;
- personnel policy development;
- staff training and development; and
- personnel information systems.

Labour Standards Branch

The Labour Standards Branch enforces and promotes provincial minimum employment standards established under *The Labour Standards Act*. Officers of the branch investigate complaints laid by employees and attempt to collect any wages found owing from employers.

The branch informs employers and employees of their statutory obligations and rights by responding to telephone inquiries and circulating informational pamphlets. Officers also address educational and training institutions, community groups and other associations to explain and promote adherence to the legislation.

New Legislation

No legislation was enacted during the period under review. Bill 73: *The Employment Benefits Act* received only second reading.

Regulations

There were no regulatory amendments in the period under review.

Application

The Labour Standards Act applies to all employees working in the province, with the following exceptions: agricultural workers, persons employed in undertakings employing only members of the employer's family and all employees under federal jurisdiction. The federal jurisdiction includes all persons employed in broadcasting, air transport, banking, grain elevators, feed mills, uranium mining, and inter-provincial and international transport and communication systems.

Domestic workers and employees in sheltered workshops are entitled to limited protection under the Act.

General Provisions

Hours of Work

Employees are entitled to overtime pay at the rate of time and one-half after eight hours in a day and forty hours in a week.

Overtime is voluntary after 44 hours in a week, except in emergency circumstances.

Managers, professional practitioners and road construction workers are just some of the groups excluded from these provisions.

Minimum Wage

The minimum wage is $4.50 per hour.

Employees are entitled to a minimum payment of $13.50 on each occasion they report for duty.

Annual Holidays

Employees with one year of service are entitled to three weeks annual holidays and three fifty-seconds (3/52nds) of gross earnings as annual holiday pay.

Employees are entitled to four weeks vacation and four fifty-seconds (4/52nds) of gross earnings as annual holiday pay after 10 years service.

Public Holidays

Legislated public holidays in Saskatchewan include New Years Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day (first Monday in August), Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day. Employees are entitled to their regular wages for these holidays.

Employees who work on public holidays must be paid time and one half for hours worked, in addition to their regular wages.

Payment of Wages

Employers must pay wages within six days following the end of the pay period and 14 days following an employee's termination.

Notice of Termination

Employers must provide one to eight weeks written notice of termination to an employee, depending on the employee's length of service.

Maternity and Other Leaves

Employees with 12 months of continuous employment are entitled to unpaid maternity leave of up to 18 weeks, or unpaid adoption or paternity leave of up to six weeks.

Employees with three months of continuous employment are entitled to five days unpaid bereavement leave.

Equal Pay

Male and female employees who work in the same establishment are entitled to equal rates of pay for performing work requiring similar skill, effort and responsibility.

Table 1

Labour Standards Branch
Activity Summary
1984-85 to 1988-89

	1988-89	1987-88	1986-87	1985-86	1984-85
Complaints Received	2,946	3,120	3,047	2,680	2,400
Monies Collected for Employees ($ thousands)	1,436	1,656	1,631	1,668	1,236
Third Party Demands Issued	304	271	307	175	252
Certificates Filed	171	190	204	170	192
Prosecutions Commenced	2	7	20	42	44

Source: Saskatchewan Human Resources, Labour and Employment, Labour Standards Branch files.

Table 2

Percentage of Complaints, by Section, of *The Labour Standards Act*, 1988-89

Section of Act	Percent
Unpaid Wages	27
Overtime	7
Pay-in-Lieu of Notice	9
Public Holiday Pay	6
Annual Holiday Pay	27
Bankruptcy	2
Maternity Leave	1
Equal Pay	—
Routine	2
Complaints Unjustified	19
	100

Source: Saskatchewan Human Resources, Labour and Employment, Labour Standards Branch files.

Table 3

Percentage of Complaints, by Sector, 1988-89

Area of Complaint	Percent
Restaurant	24
Construction	16
Service	51
Professional	1
Distributing	1
Other	7
	100

Source: Saskatchewan Human Resources, Labour and Employment, Labour Standards Branch files.

Labour Relations Branch

During the year, the Economic Analysis, Statistics and Research Unit became the Labour Policy and Research Unit. The components of the Labour Relations Branch are now:

- Labour Policy and Research;
- Conciliation Services; and
- Office of the Worker's Advocate.

Labour Policy and Research

This unit provides advisory services and research expertise on legislative initiatives and in the establishment of the department's position on a wide variety of issues. Information on Saskatchewan's labour market and working conditions is collected, analyzed and published. Research support services are provided to other branches of the department. A variety of functions are co-ordinated for the department.

Collective Agreements

A collective bargaining data bank is maintained. This data is analyzed, compiled and distributed to other government agencies and the public, and is used for planning purposes within the department. A library of Saskatchewan collective agreements is maintained for use by the public. Statistical reports are produced on such topics as labour union membership and work stoppages.

Information on a variety of collective bargaining subjects is constantly requested, and computer programs have been designed to permit analysis of the numerous agreement provisions. During the year, information was generated on particular occupational wage rates, pay package rates and fringe benefits.

The study of Non-wage Provisions in Saskatchewan Collective Agreements, published annually, provides an examination of non-wage provisions in provincial collective agreements. A sample of 152 agreements covering 9,723 employees was analyzed in the 1988 study.

Labour Market During 1988

During the calendar year 1988, Saskatchewan had the second lowest unemployment rate in Canada at 7.5 per cent. The unemployment rate for Canada was 7.8 per cent. Since 1987, Saskatchewan's labour force fell by 1,000 to 488,000, employment decreased by 2,000 on average, and the average level of unemployment increased by 1,000.

Work Stoppages During 1988

During the calendar year 1988, there were 17 work stoppages in Saskatchewan, involving 7,150 employees and resulting in lost time of 66,595 worker-days.

Table 4 shows the number of work stoppages that have occurred in Saskatchewan since 1984, according to number of workers involved and worker-days lost.

Table 4

Work Stoppages,* Number of Workers Involved and Worker-days Lost, 1984-1988

Year	Number of work stoppages	Number of workers involved	Number of worker-days lost	Number of worker-days lost per non-agricultural paid worker
1984	11	1,366	12,231	0.04
1985	25	5,119	56,659	0.17
1986	15	8,307	131,249	0.39
1987	7	4,502	26,317	0.08
1988	17	7,150	66,595	0.19

* Does not include work stoppages under federal jurisdiction.
Source: Saskatchewan Human Resources, Labour and Employment files and Statistics Canada, Labour Force, 71-001.

Branch Publications

Saskatchewan Labour Report: Published quarterly, it provides an overview of conditions of work in the province. Written decisions of the Saskatchewan Labour Relations Board are also included.

Saskatchewan Labour Market Report: Published monthly, it provides timely data about the labour force in Saskatchewan.

Wages and Working Conditions by Occupation: Published every second year.

Non-wage Provisions in Saskatchewan Collective Agreements: Published annually.

Conciliation Services

Labour relations officers provide a voluntary conciliation service to assist employers and unions in resolving disputes arising out of the collective bargaining process, with a view to minimizing conflict and work disruption.

This service is offered to labour and management upon the request of either or both parties involved in a labour dispute.

Disputes may arise during negotiations for first collective agreements or during the renewal of existing collective agreements. In disputes resulting in a work stoppage, where conciliation has not been requested, the office may approach the parties with a view to resolving the dispute.

Conciliation Proceedings During 1988-89

As indicated in Table 5, labour relations officers were called upon to provide conciliation services in 26 cases during 1988-89, involving a total of 14,562 employees. Eight conciliation cases were pending settlement on March 31, 1989.

Grievance Mediation Services During 1988-89

Labour relations officers acted as mediators in 10 grievance disputes during the fiscal year, helping to resolve 5 grievances.

Table 5

Conciliation Summary, by Industry, 1988-89

Industry	Conciliations	Employees involved
All Industries	26	14,562
Finance	—	—
Manufacturing	6	589
Mining	—	—
Primary	—	—
Public Administration	16	13,713
Service	—	—
Trade	4	260

Source: Saskatchewan Human Resources, Labour and Employment, Labour Relations Branch files.

Office of the Worker's Advocate

The Office of the Worker's Advocate provides assistance and advice to injured workers and their dependants, who have difficult claims before the Saskatchewan Workers' Compensation Board. The advocates are employees of the department and are completely independent of the Workers' Compensation Board. They have access to all board files, records and other information relating to the claim under investigation.

Assisting Workers

The number of claimants assisted by the Office of the Worker's Advocate since its establishment in 1973 has increased. Many claimants are referred to the advocates by word of mouth. Others are referred by legal assistance clinics, private law firms, doctors, the Provincial Ombudsman, the Workers' Compensation Board and unions. A number of claims are brought to the advocates' attention by Members of the Legislative Assembly.

Upon receiving a request for assistance, the advocate conducts an investigation and advises the worker or dependant of the possible course of action to be taken. The advocate may appeal a claim on an injured worker's behalf and provide representation at meetings between the claimant and the various levels of the Workers' Compensation Board. The advocates may decline to provide assistance if it is apparent there are no grounds to appeal the decision of the Board.

Public Relations and Education

The Office of the Worker's Advocate responds to requests for speaking engagements and conducts educational programs. Emphasis is placed on education and public relations in an effort to assist workers, their dependants or their union representative in filing or appealing claims.

Claims

Files in the Office of the Worker's Advocate are opened under the name of the injured worker. Once a file has been closed, it may be re-opened if new information is presented which provides grounds to appeal a previous decision of the Workers' Compensation Board. As well, the advocates may re-open a file if a new problem arises on a previous claim or if approached concerning a new claim.

During 1988-89, 280 new claims were addressed and 43 closed files were re-opened.

A summary of the claims handled by the Office of the Worker's Advocate during the period under review is shown in the tables immediately following. Table 6 provides information regarding the number of claims processed, while Table 7 shows the disposition of claims processed.

Table 6

Claims Processed by the Office of the Worker's Advocate, 1988-89

Claims	Number
Total Claims	573
New claims	280
Claims carried over from 1987-88 fiscal year	250
Files re-opened	43
Claims closed	309
Claims remaining open on March 31, 1989	264

Source: Saskatchewan Human Resources, Labour and Employment, Labour Relations Branch files.

Table 7

Claims Processed by the Office of the Worker's Advocate, by Disposition, 1988-89

Disposition	Number
Information provided (inquiry)	665
Appeal to a medical review panel	1
Representation at permanent functional impairment meetings (responsible for awarding lump sum settlements)	5
Appeal to the Earnings Replacement Committee	22
Appeal to Appeals Committee	97
Appeal to claims officer	54
Appeal to Workers' Compensation Board members	135
Appeal to rehabilitation department	15

Source: Saskatchewan Human Resources, Labour and Employment, Labour Relations Branch files.

Occupational Health and Safety Branch

The Occupational Health and Safety Branch administers legislation governing:

- health and safety in the workplace; and
- radiation safety.

The branch achieves its mandate through:

- inspection of workplaces by the Workplace Safety Unit, Radiation Safety Unit, Mine Safety Unit and Occupational Hygiene Unit;
- provision of advice and information through the Industrial Toxicology, Radiation Safety, Information and Resource and Farm Safety Units;
- dissemination of information through bulletins, courses on occupational health and safety; and
- support of occupational health committees.

Workplace Safety Unit

The Workplace Safety Unit is responsible for promoting health and safety in the workplace by assisting occupational health committees, employers, workers and self-employed persons to maintain good occupational health and safety programs. The unit also conducts inspections to ensure compliance with *The Occupational Health and Safety Act* and regulations.

Inspections

During the year, occupational health officers, often accompanied by occupational health committee members, conducted 2,024 inspections and visits. A total of 603 Notices of Contravention were issued, ordering the correction of 1,266 contraventions of the Act and regulations. Inspections were initiated on the basis of the accident and compliance record of the employer and the risk associated with the occupation or industry. Employers experiencing a high frequency of accidents were encouraged to implement a health and safety program.

Investigations

Investigations were conducted into 42 accidents, including 18 involving loss of life. As a result of those investigations, 7 prosecutions were initiated.

Occupational Health Committees

Occupational health officers continued to assist workers and employers to improve and strengthen the functioning of their occupational health committees.

During the year, 2,864 committee minutes were received and reviewed, 69 new occupational health committees were established and 26 occupational health and safety committee courses were conducted at various centres across the province.

Mine Safety Unit

The Mine Safety Unit ensures that mining operations in Saskatchewan are conducted in accordance with *The Occupational Health and Safety Act*, Mines Regulations and other associated regulations; promotes occupational health committees; and advises workers and employers on healthy and safe working procedures.

Inspections

During the year, inspectors wrote 283 reports containing 1,726 contraventions. Inspectors also investigated serious accidents and dangerous occurrences, carried out radiation surveys and monitored brine inflows at potash mines. Approvals were issued for mining equipment use and operating procedures.

Mine Rescue

The unit took an active part in the training of mine rescue personnel. Twelve survival training sessions were held for mine rescue instructors, co-ordinators, managers, rescue personnel and mine workers. Ten in-plant inspections were made of mine rescue training, rescue equipment and training facilities. Mine rescue examinations were held, and 22 mine rescue and 5 instructor certificates were issued. Twelve supervisors were examined, and certificates issued, for competency in emergency rescue.

Courses - Certification Programs

Unit inspectors conducted training courses on different aspects of mine safety and issued certificates for successful completion. Two courses on Safe Handling of Explosives were held involving a total of 33 people. Examinations were also held for hoisting certificates, resulting in 12 certificates being awarded to successful candidates.

The Mines Regulations require that workers in underground and open pit operations be supervised by those possessing specified qualifications, including a certificate indicating satisfactory knowledge of the laws pertaining to health and safety. Following examinations, 30 certificates were issued to people proving proficiency. Four radiation certificates were also issued.

Occupational Hygiene Unit

The Occupational Hygiene Unit is concerned with the identification and control of hazards in the workplace. It collects scientific data on the workplace environment, allowing corrective measures to be taken to prevent ill health. Requirements for engineering control measures are imposed where appropriate.

The unit made 310 examinations of workplaces to evaluate risks to health. The most prevalent concerns related to exposures to airborne workplace chemicals and the management of asbestos. A total of 166 recommendations were made to improve conditions of work. In addition, there were 25 violations of regulations for which Notices of Contravention were issued. The unit also assists industry by providing information on control measures for work processes. It responded to 100 requests for such information.

To evaluate the working conditions in Saskatchewan radiator shops, 24 investigations were conducted. Lead has been identified as the contaminant of concern in these shops. The extent of asbestos use in brake shops was evaluated. There is a trend towards the substitution of asbestos products with other friction materials.

Laboratory

The laboratory provides analytical services necessary to support branch programs and is responsible for the maintenance and calibration of field equipment. During the fiscal year, a total of 926 samples of workplace contaminants and commercial products were examined to evaluate dangers in the workplace.

Industrial Toxicology Unit

The Industrial Toxicology Unit provides toxicology/medical support to other units in the branch. It also provides advisory services on occupational health matters to occupational health committees, employers, workers, practising physicians and provincial government agencies. The unit responds to inquiries concerning the toxicological properties of industrial materials; the hazards associated with industrial processes and disease in the workplace. Coordination of the implementation of workplace hazardous materials information system (WHMIS) legislation in the province is provided by the unit.

During the year, advisory services were provided in response to 197 inquiries. Medical evaluation and advice in occupational matters is provided by the Chief Occupational Medical Officer. During the year under review, 13 places of employment were investigated for working conditions which might have resulted in the occurrence of occupationally related illnesses.

The unit evaluates research findings and recommends changes in regulatory controls. Suppliers' needs for technical information were also fulfilled. A significant number of requests for information were handled before and after the implementation of WHMIS regulations on October 31, 1988.

Radiation Safety Unit

The responsibilities of the Radiation Safety Unit include the provision of medical physics services to small hospitals throughout the province, protection of the public from unnecessary radiation exposure and enforcement of *The Radiation Health and Safety Act* and regulations. It assists in the enforcement of federal regulations under the *Atomic Energy Control Act* and the *Radiation Emitting Devices Act*. Draft revised regulations under *The Radiation Health and Safety Act*, covering both ionizing and non-ionizing radiation sources, received public comment during the year and are being revised.

Radiology Inspections and Consultative Services

Consultative and educational services are provided to users of X-ray sources to promote high standards. X-ray inspections, consultations and investigations cover approximately 1,300 medical chiropractors, dentists and veterinarians, as well as various types of non-diagnostic X-ray equipment found in universities and industrial workplaces. During the year under review, 160 formal inspections took place. These included 136 hospitals and medical clinics, 32 dental offices, 7 veterinary clinics, 10 chiropractic offices, 11 industrial users of radiation and 16 users of sources of non-ionizing radiation.

The unit provides full consultative services in medical physics services to small hospitals which do not have a staff physicist available. This enables them to apply for accreditation by the Canadian Board for Hospital Accreditation.

Postal X-ray Quality Assurance Program

This program has gradually been introduced throughout the province. Permanent resolution test phantoms and step wedges for use in conjunction with this program were distributed to diagnostic radiology departments throughout the province during the year. An instructional video tape, prepared to demonstrate the required procedures for this postal test, was made available on request to help the smaller centres understand their responsibilities with this program. A

comprehensive manual of recommended quality assurance (Q.A.) procedures for small hospitals was issued to every Saskatchewan Hospital. This was adopted in its entirety by the Saskatchewan Association of Medical Radiation Technologists. It will provide a basis for the production of the in-house Q.A. manual, which will be required under the new regulations.

Uranium Mining

The unit has been involved in radiation safety training of Occupational Health Committee members attached to Saskatchewan uranium mines, and has also contributed to the development of a special training course by the Canadian Institute for Radiation Safety. Inspections of radiation safety procedures in provincial uranium mines were carried out at the request of the Chief Inspector of Mines. Environmental impact statements for new mining developments were reviewed.

New Non-ionizing Radiation Concerns

Two areas of particular concern during the past year were ultra-violet exposures associated with the use of tanning salons, and the development of laser acupuncture treatments for conditions such as smoking or weight control.

Radiation Emergencies

The staff of the unit are on 24 hour call in the event of a radiation emergency anywhere in the province. The unit also participates in training provided to members of the Emergency Measures Organization.

Information and Resource Unit

The Information and Resource Unit prepares educational and informational programs to promote workplace health and safety. The unit develops and presents training courses and programs to assist occupational health committees to better discharge their duties under the Act and regulations. A total of 744 individuals participated in 41 occupational health and safety courses in 11 centres throughout the province. During the year, a construction safety course was developed to assist workers and employers in the industry to better comply with occupational health and safety legislation and safe work procedures.

Presentations on a variety of topics were sponsored by the various units, including:

- The Workplace Safety Unit 27
- The Occupational Hygiene Unit 18
- The Industrial Toxicology Unit 55

One issue of The Safe Workplace was sent to approximately 36,000 workplaces. The newsletter and other information increase awareness of occupational health and safety requirements and promote safe work practices. Several Hazard Alerts, Workplace Hazardous Material Information System (WHMIS) Bulletins and Information Bulletins were distributed to increase awareness and prevent accidents. A catalogue of Occupational Health and Safety Branch courses and print and audio-visual media was also distributed.

Farm Safety Program

The Farm Safety Program provides information to increase awareness of health and safety in agriculture.

During the year, 15 individuals died as a result of farm related injuries, compared to 17 in 1988.

Awareness and education were promoted through various activities and publications. Presentations on farm safety were made to approximately 9,000 students in rural schools. Approximately 15 safety presentations were delivered at farm ratepayer and community meetings to focus attention on health and safety in farming. A safety display was exhibited at 14 agricultural events throughout the province. Thirty-seven interviews were given to radio, T.V. and print media, and 14 farm safety articles were printed in industry publications. Audio-visual and printed material is provided upon request.

Table 8
Fatality and Injury Statistics, 1984-85 to 1988-89

Year	Fatal	Permanent	Lost time	No time loss	Agricultural fatalities
1984-85	40	581	15,971	21,488	28
1985-86	25	318	16,369	20,725	25
1986-87	29	190	16,402	20,413	26
1987-88	27	132	15,354	21,272	17
1988-89	23	110	15,075	20,707	15

Source: Saskatchewan Workers' Compensation Board files.

Pension Benefits Branch

The Pension Benefits Branch administers *The Pension Benefits Act*, provides information and advice on retirement income, and serves as the focus for developing retirement income policy and program alternatives.

Functions

The Pension Benefits Branch has the following specific functions:

- administer *The Pension Benefits Act* and regulations;
- advise the government with regard to retirement income matters;
- develop pension policy and program alternatives;
- prepare pension legislation and regulations;
- participate in inter-governmental discussions and negotiations on pension matters;
- consult with interest groups on pension issues; and
- prepare and distribute information and educational materials.

Legislation

The Pension Benefits Branch is responsible for ensuring that employees' financial interests in private pension plans are protected. This goal is accomplished through the enforcement of *The Pension Benefits Act*.

The Pension Benefits Act applies to all private plans covering employees in Saskatchewan. The Superintendent of Pensions is responsible for ensuring that these plans comply with the following legislative requirements:

- Registration - All private employer/employee pension plans must be registered with the Superintendent.
- Information Returns - Each plan sponsor must file an Annual Information Return stating contributions made to the plan, number of employees retired and number of memberships terminated. Every three years, an actuarial valuation must be filed for each defined benefit plan.
- Solvency - Sufficient monies must be held in a fund to pay for the benefits promised at any point in time.
- Funding - Contributions to a pension plan must be made in a regular, uniform fashion. If there are special payments owing to fund deficits, they must also be remitted over a specified amortization period.
- Investments - The Regulations under *The Pension Benefits Act* regulate the investment of pension fund monies both qualitatively and quantitatively.
- Minimum Vesting Standard - Members of pension plans must become entitled to their benefits, with a minimum of one year service, when their years of service plus age equal 45 or more.
- Disclosure - Each member of a pension plan is entitled to a written explanation of the terms and conditions of the plan, along with his rights and obligations.
- Plan Termination - The Superintendent must approve the disposition of all pension plan assets when a pension plan is wound-up.
- Reciprocity - The Superintendent enforces the terms of agreements with other jurisdictions to provide for the reciprocal registration, audit and inspection of pension plans.

Pension Plan Statistics

The Pension Benefits Branch maintains an arrangement with Statistics Canada for the compilation of pension plan statistics. There were 159,581 Saskatchewan employees participating in pension plans including plans registered and monitored by other jurisdictions under reciprocal agreements. Table 9 also includes members of public employee pension plans which are not subject to *The Pension Benefits Act*.

During the 1988-89 fiscal year, 25 new pension plans were registered, 167 amendments were approved, 524 annual information returns were received and 47 plans were terminated. Table 10 shows the trend of these activities over a six year period ending March 31, 1989.

Table 9

Selected Features of Pension Plan Membership by Sector, Contributory Status and Sex, March 31, 1989

Sector	Total	Male	Female
Both sectors	159,581	94,174	65,407
Contributory	129,286	72,383	56,903
Non-contributory	30,295	21,791	8,504
Public sector	93,184	48,818	44,366
Contributory	92,906	48,775	44,131
Non-contributory	278	43	235
Private sector	66,397	45,356	21,041
Contributory	36,380	23,608	12,772
Non-contributory	30,017	21,748	8,269

Source: Saskatchewan Human Resources, Labour and Employment, Pension Benefits Branch Files.

Table 10

Six Year Statistical Review of Registration, Reporting and Plan Wind-ups, March 31, 1989

Fiscal year	New plans registered	Plan amendments registered	Annual information returns reviewed	Plan wind-ups approved
1983-84	72	284	572	21
1984-85	66	227	485	40
1985-86	70	291	478	31
1986-87	28	176	572	30
1987-88	36	130	531	42
1988-89	25	167	524	47

Source: Saskatchewan Human Resources, Labour and Employment, Pension Benefits Branch Files.

Employment Opportunities Branch

The Employment Opportunities Branch was established to promote and enhance employment opportunities for Saskatchewan people. The branch is responsible for the development and coordination of provincial employment initiatives, and is involved in inter-departmental and inter-governmental forums dealing with labour market matters.

The activities of the Employment Opportunities Branch are divided into three areas:

- Major Projects Unit;
- Policy and Research Unit; and
- Youth Unit.

Major Projects Unit

The Major Projects Unit is involved in promoting the hiring of Saskatchewan residents on major construction projects, as well as coordinating training and employment opportunities for identified target groups on these projects.

In 1988-89, the unit worked with other government departments and industry representatives to develop plans for training and hiring individuals on the Shand, Rafferty and Alameda projects and on the construction of the Bi-provincial Upgrader at Lloydminster.

Policy and Research Unit

The Policy and Research Unit assists in the development, coordination and assessment of labour market information, policies and programs.

Research and evaluation projects undertaken in 1988-89 included: a survey of employment in the Saskatchewan construction industry, a study of occupational trends, and reviews of various training and employment programs. In addition, the unit worked with other departments and governments in the formulation of labour market policies. Issues addressed included: apprenticeship, older workers, skill shortages, immigration and farm management training.

Youth Unit

The Youth Unit addresses problems facing young people in accessing employment by providing programs and services which enhance their employability and career development. The unit delivers the student summer employment program, "Opportunities", and works with other government departments and agencies in an advisory and coordination capacity to develop youth employment initiatives.

In 1988-89, 3,140 summer jobs were created under the Opportunities '88 program. Of these, 2,243 were in Saskatchewan businesses, 753 were on Saskatchewan farms, and 144 were in regional parks. A total of $2.73M was expended under the Opportunities '88 program. The educational level of student participants and the type of employment by industry sector are reflected in the tables below.

Opportunities '88

Table 11
Educational Level of Student Participants

Grade 12	32.0%
Vocational/Technical	14.0%
University	54.0%

Source: Saskatchewan Human Resources, Labour and Employment, Employment Opportunities files.

Table 12
Type of Employment by Industry Sector

Service	36.0%
Retail/Wholesale	26.4%
Agriculture	24.0%
Manufacturing/Processing	5.3%
Construction	5.0%
Transportation/Warehousing	1.3%
Mining	.9%
Road Construction	.7%
Forestry	.4%

Source: Saskatchewan Human Resources, Labour and Employment, Employment Opportunities files.

Employment Fairness Branch

The Employment Fairness Branch (formerly the Employment Equity Branch) ensures that the targeted groups of women, persons of Native ancestry and persons with physical disabilities are treated fairly with respect to employment within the public service by:

- Co-ordinating planning and policy development for provincial employment fairness initiatives;
- Consulting with unions, as well as other organizations and interest groups, to facilitate employment fairness initiatives;
- Assisting government departments and agencies in developing and implementing employment fairness programs;
- Providing advisory and information services to departments in support of employment fairness; and
- Developing and implementing data collection, evaluation and reporting mechanisms.

During 1988-89, the government and both public sector unions were successful in working together to develop employment fairness plans which apply to in-scope employees.

- In November, 1988, the government received interim approval from the Saskatchewan Human Rights Commission for an employment fairness plan which applies to Saskatchewan Government Employees' Union positions in the Public Service/Government Employment Bargaining Unit.
- In March, 1989, an employment fairness plan, which applies to Canadian Union of Public Employees Local 600 positions in the public service, was submitted to the Saskatchewan Human Rights Commission for approval.

The Employment Unit for Persons with Physical Disabilities was established to help increase the number of persons in government with physical disabilities. The unit worked with government departments and non-government employment agencies to recruit qualified candidates and to educate department staff on barriers faced by persons with physical disabilities in securing employment.

A review of the physical accessibility of government owned and leased buildings was commenced in 1988-89. In addition, a workplace survey of all government employees was conducted. This self-identification survey provided data on the number of persons of Native ancestry and the number of persons with physical disabilities in the public service.

The Employment Fairness Branch also conducted workshops on employment fairness for facilitators and managers within departments, and compiled the Employment Fairness Annual Report for 1988-89.

The Employment Fairness Annual Report for 1988-89 submitted to the Saskatchewan Human Rights Commission indicated that:

- 24.0 per cent of all management positions in government were occupied by women. This represented an increase during the year from 23.1 per cent in March 1988, and the gains were almost entirely within the more senior management levels.
- 2.9* per cent of all government positions were occupied by persons of Native ancestry.
- 2.3* per cent of all government positions were occupied by persons with physical disabilities.

*The figures in Table 13 are based upon self-identification by employees during the workplace survey.

Special activities during 1988-89 were initiated in advertising, recruitment, staff development, education and awareness, and accommodating physical disabilities.

Table 13 provides additional information concerning target group representation in the public service.

Table 13

Target Group Representation in the Public Service, March 1985 - March 1989

	March-85	March-86	March-87	March-88	March-89
Persons of Native Ancestry	3.4%	5.2%	4.8%	4.5%	*2.9%
Persons with Physical Disabilities	0.9%	1.1%	1.2%	0.9%	*2.3%
Women in Management	12.2%	**17.3%	**17.5%	**23.1%	**24.0%
Women in Other Non-Traditional Jobs ..	17.3%	16.2%	8.7%	11.0%	18.1%
Women in Government	N/A	50.4%	N/A	48.6%	53.2%

* Figures are based upon self-identification; earlier figures include other means of identification.

** Management includes all levels of the Management & Professional Classification Plan. Caution must be used when comparing statistics before and after September 1985, due to the introduction of this classification plan at that time.

Source: Unpublished data, Human Resources System, Public Service Commission, 1989.

Seniors' Directorate

A change in name occurred on April 1, 1988, with the Seniors' Bureau being renamed the Seniors' Directorate. The Seniors' Directorate serves as a focal point in government for senior citizens' issues.

Three programs, the Senior Citizens' Heritage Program, the Saskatchewan Income Plan and Grants for Senior Citizens' Services are administered by the Seniors' Directorate. Table 14 provides a summary of the 1988-89 expenditures.

Senior Citizens' Heritage Program

The Senior Citizens' Heritage Program offers a degree of cost-of-living protection to low and middle income senior citizens by providing unconditional benefits related to income levels. Maximum benefits available to seniors with combined total incomes of $25,000 or less were $700 for a senior couple and $500 for a single senior. A single senior and a senior couple with combined total incomes between $25,001 and $30,000 received a maximum benefit of $250 and $350, respectively.

During 1988-89, 71,905 grants were authorized with an average benefit level of $523, resulting in a total expenditure of $37,602,600.

Saskatchewan Income Plan

The Saskatchewan Income Plan provides monthly benefits to Saskatchewan senior citizens who have little or no income other than the Old Age Security Pension and the Guaranteed Income Supplement paid by the federal government.

Maximum monthly benefits were increased effective November 1, 1988. Benefits to a senior couple increased $30 from a maximum of $105 to $135 per month. Benefits to a single senior increased $15 from a maximum of $65 to $80 per month.

On average, 25,942 seniors benefited each month under the Saskatchewan Income Plan for a total 1988-89 expenditure of $14,175,093.

Grants for Senior Citizens' Services

The Seniors' Directorate also authorized grants to organizations providing services to senior citizens. The following is a breakdown of the grants provided:

- Operating grants totalling $790,464 were provided to 323 senior activity centres;
- Construction grants totalling $191,827 were provided to 16 senior activity centres;
- Transportation grants totalling $87,335 were provided to 17 projects; and
- Operating grants totalling $46,406 were provided to two provincial seniors' organizations.

Seniors' Mini-Forums

Seniors' Mini-Forums were held in ten rural communities throughout Saskatchewan during April and May of 1988. Seniors had an opportunity to discuss issues of concern with the Minister. Mini-Forums were held in Meadow Lake, Assiniboia, Rosthern, Nipawin, Balcarres, Govan, Unity, Gull Lake, Carlyle and Canora. Invitations to attend the Mini-Forums were also forwarded to 42 communities in the surrounding areas.

Provincial Senior Games

The Seniors' Directorate worked with the Saskatchewan Senior Fitness Association and Saskatchewan Parks, Recreation and Culture in organizing the first Provincial Senior Games held in Melville on July 11, 12 and 13, 1988. A total of 312 seniors participated in 11 events.

Senior Citizens' Provincial Council

The Senior Citizens' Provincial Council provides the government with input and recommendations on issues related to seniors in Saskatchewan. Members of the Council are appointed by the provincial government.

Major activities undertaken by the Senior Citizens' Provincial Council in 1988-89 included the following:

- A report entitled "A Study of the Unmet Needs of Off-Reserve Indian and Metis Elderly in Saskatchewan";
- A literature review of Intergenerational Conflict;
- A discussion paper on rural hospitals;
- A review of the Saskatchewan Home Care Program; and
- A brief to the Saskatchewan Commission on Directions in Health Care.

Administrative and other support services were provided to the Senior Citizens' Provincial Council by the Seniors' Directorate.

Directory of Programs and Services for Seniors

The 1988 Directory of Programs and Services for Seniors was mailed to all senior households in the province. The directory contains descriptions of provincial government programs and services of interest to seniors.

Table 14
Grant Program Expenditures,
1984-85 to 1988-89

	Senior Citizens' Heritage Program	Saskatchewan Income Plan	Grants for Senior Citizens' Services
1985-86	$ —	$ 9,797,170	$ 1,131,770
1986-87	39,190,800	10,738,710	1,195,790
1987-88	37,706,561	12,787,625	1,031,363
1988-89	37,602,600	14,175,093	1,116,032

Source: Saskatchewan Human Resources, Labour and Employment, Seniors' Directorate files.

Women's Directorate

The Women's Directorate works to integrate women's concerns into the mainstream of government planning and policy development. It provides policy development, research support, public awareness and co-ordination of government policies, programs and activities relating to the status of women.

Co-ordination, Consultation and Inter-departmental Liaison

In 1988-89, the Women's Directorate participated on several inter-departmental committees in areas such as family violence, child sexual abuse, and balancing work and family responsibilities.

The Directorate was also involved in joint projects with other departments and organizations, including women in education, women in business, pension reform and changes to *The Homesteads Act*.

Women in Education

In 1989, the Women's Directorate assisted Saskatchewan Education in planning and facilitating the "Learning and Leadership: Women's Participation in Education" Conference, which addressed issues related to female participation in the education field.

Women and Business

Since 1985, the Women's Directorate has been involved in co-sponsoring annual major conferences for women currently in business and those aspiring to go into business. Over 1,300 women have participated in these province-wide events.

In 1988, the Directorate, in co-sponsorship with Economic Development and Tourism, presented "A Conference for Enterprising People".

Women in the Public Service

As part of the government's ongoing commitment to employment fairness initiatives, the Women's Directorate continued to organize the noon hour luncheon series, featuring guest speakers on issues of interest to women in government.

Public Awareness and Information

"Focus" is published by the Directorate throughout the year and distributed to over 6,000 individual women and organizations across the province. This newsletter provides information and helps to raise awareness and understanding of issues affecting women in Saskatchewan.

The Women's Directorate published 2 issues of "Focus on Your Future". This career awareness publication was distributed to over 90,000 Saskatchewan high school students in grades 7 to 12. Presentations were also made to high school and elementary students throughout the province, focusing on staying in school, keeping options open and considering a wide range of career opportunities.

Research and Development

The Women's Directorate conducted ongoing research and statistical analyses on the status of women to support government-wide policy development and decision-making.

Inter-governmental Liaison

The Women's Directorate represented Saskatchewan at the federal/provincial/territorial meetings of senior officials for status of women, and provided advice and support materials for meetings of Ministers Responsible for the Status of Women. Major issues included the update to *Towards a Labour Force Strategy: A Framework for Training for Women* and *Work and Family Responsibilities Strategy*. A joint meeting of Ministers Responsible for the Status of Women and Ministers Responsible for Education was held in February, 1989.

The Directorate also co-ordinated and participated in the National Consultations on Family Violence.

Saskatchewan Women's Advisory Council

The Advisory Council, a group of private citizens appointed by the provincial government, provided government with input and recommendations on issues related to the status of women in Saskatchewan.

The Women's Directorate provided administrative and research support to the Advisory Council on a number of issues, including services available to women in the province, as well as women on boards and commissions.

Labour Relations Board

The Trade Union Act establishes the Labour Relations Board and empowers the Board to issue orders that: certify and decertify unions as the bargaining representatives for appropriate units of employees; determine whether anyone is engaged in an unfair labour practice or is violating any provision of the Act; require persons to refrain from unfair labour practices or violations of the Act; reinstate and compensate employees discharged contrary to *The Trade Union Act*; and require an employer to comply with provisions relating to the introduction of technological change. The Board may also determine any dispute referred to it by employers and trade unions.

At the end of March 1989, the members of the Board were as follows:

Dennis P. Ball, Q.C., Chairman, Regina
John R. Hobbs, Vice-Chairman, Regina
J. Forsyth, Regina
B.J. Keple, Regina
Jill Jones, Regina
J. Tomlinson, Moose Jaw
C. Cave, Moose Jaw
E. Lochrie, Saskatoon
C. Lyons, Saskatoon
B. McDonald, Saskatoon
M. Wong, Saskatoon
E. Garry, Saskatoon
G. Caudle, Saskatoon

Labour Relations Board Meetings 1988-89

Between April 1, 1988, and March 31, 1989, the Labour Relations Board held 12 monthly meetings lasting a total of 153 days.

Applications to the Board

A total of 313 applications were received by the Board during the year. Table 15 shows these applications by type of application and disposition. The five-year trend in the annual number of applications to the Board under *The Trade Union Act* is shown by type and disposition in Tables 16 and 17, respectively.

During 1988-89, 60 certification orders covering 2,663 employees were issued by the Board; 13 certification orders affecting 150 employees were rescinded.

Table 15
Applications to the Labour Relations Board by Type of Application and Disposition, 1988-89.

Type of applications and disposition	Applications
Total Applications	274*
Granted	126
Dismissed	43
Withdrawn	95
Determined	6
Conducted	4
Certification	
(Section 5, clauses a, b and c)	77
Granted	60
Dismissed	9
Withdrawn	8
Unfair labour practice	
(Section 5, clause d)	90
Granted	18
Dismissed	17
Withdrawn	55
Reinstatement	
(Section 5, clause f)	23
Granted	10
Dismissed	3
Withdrawn	10
Monetary Loss	
(Section 5, clause g)	23
Granted	10
Dismissed	3
Withdrawn	10
Company Dominated	
(Section 5, clause h)	-
Granted	-
Dismissed	-
Withdrawn	-
Amendment or Rescission	
(Section 5, clauses i, j and k)	39
Granted	25
Dismissed	7
Withdrawn	7
Exclusion on religious grounds	
(Section 5, clause 1)	7
Granted	3
Dismissed	2
Withdrawn	2
Employee determination	
(Section 5, clause m)	2
Determined	2
Strike Votes	
(Section 11[8])	-
Dismissed	-
Withdrawn	-
Reference of Dispute	
(Section 24)	6
Determined	4
Withdrawn	2
Transfer of Obligation	
(Section 37)	-
Granted	-
Dismissed	-
Withdrawn	-
Technological Change	
(Section 43)	1
Granted	-
Dismissed	1
Withdrawn	-
Ratification Votes	
(Section 45)	6
Conducted	4
Dismissed	1
Withdrawn	1

* 274 applications were disposed of although 313 applications were received.
Source: Saskatchewan Labour Relations Board files.

Table 16
Applications to the Labour Relations Board by Type of Application, 1984-85 to 1988-89

Type of Application	1984-85	1985-86	1986-87	1987-88	1988-89
Total applications	524	422	392	229*	274
Certification (Section 5, clauses a, b and c)	118	102	130	78	77
Unfair labour practices (Section 5, clause d)	126	98	93	68	90
Reinstatement (Section 5, clause f)	50	61	48	42	23
Monetary loss (Section 5, clause g)	52	65	47	43	23
Company dominated (Section 5, clause h)	-	2	-	1	-
Amendment or Rescission (Section 5, clauses i, j and k)	106	76	45	44	39
Exclusion on religious grounds (Section 5, clause l)	1	1	3	2	7
Employee determination (Section 5, clause m)	-	-	3	-	2
Strike Votes (Section 11 subsection [8])	62	2	1	3	-
Reference of Dispute (Section 24)	3	6	6	3	6
Transfer of Obligation (Section 37)	2	2	1	2	-
Technological Change (Section 43)	2	2	1	1	1
Ratification Votes (Section 45)	1	2	1	-	6

*This figures represents the number of applications disposed of not the number received
Source: Saskatchewan Labour Relations Board files.

Table 17

Applications to the Labour Relations Board under *The Trade Union Act*, by Disposition, 1984-85 to 1988-89

Year	Total Applications	Granted	Dismissed	Withdrawn	Determined*
1984-85	524**	215	62	188	1
1985-86	422	199	117	104**	2
1986-87	393	222	54	111	5
1987-88	287	128	55	102	2
1988-89	274	126	43	95	6

* Under *The Trade Union Act*, the Board may determine the outcome of any dispute referred to it by either party. The decision of the Board is final and binding.

** During the year 1984-85, 58 applications under Section 11 Subsection (8) of *The Trade Union Act* were received but not finalized. They were subsequently withdrawn in 1985-86.

Source: Saskatchewan Labour Relations Board files.

Minimum Wage Board

The Minimum Wage Board is established under *The Labour Standards Act* and may make recommendations to the Lieutenant Governor in Council on matters such as the minimum wage, room and board charges, and the minimum age of employment.

Board members for the year under review were:

Ms. Mary Rocan, Chairperson, Regina
Mrs. Elsie Hannon, Saskatoon
Mr. T.D. Mills, Regina
Mr. J.S. Rootman, Regina
Mr. Phil Walker, Saskatoon

Minimum Wage Board Orders

The provisions of the Minimum Wage Board Orders in force during the fiscal year 1988-89 are summarized in Table 18.

Table 18
Minimum Wage Board Orders in Force During 1988-89

Order	Applicable to	Minimum Wage Board Order Provisions
No. 1	All Employers and employees	The minimum wage is $4.50 per hour effective August 1, 1985. Every employee, other than a school student in regular attendance during the school term, a janitor, a noon-hour supervisor, a school bus driver, caretaker or a building cleaner, who is required to report for duty, other than for overtime, shall be paid a minimum sum of $13.50, whether or not he or she is required to be on duty for three hours on that occasion.
No. 2	Hotels, restaurants, educational institutions, hospitals and nursing homes	Employers must provide certain benefits to employees with respect to working shifts, transportation for female employees, uniforms, meal periods, board and lodging.
No. 3	All employers and employees	Employers must deliver to each employee a detailed statement of earnings and deductions therefrom.

Appendix

Legislation Administered by

Saskatchewan Human Resources, Labour and Employment

The Human Resources, Labour and Employment Act (amended June 28/88)
The Employment Agencies Act
The Employment Development Agency Act (repealed June 28/88)
The Fire Departments Platoon Act
The Labour Management Disputes (Temporary Provisions) Act
The Labour Standards Act
The Occupational Health and Safety Act
The Pension Benefits Act
The Radiation Health and Safety Act, 1985
The Saskatchewan Income Plan Act
The Senior Citizens' Heritage Program Act
The Senior Citizens' Rebate Act
The Trade Union Act
The Women's Affairs Act (amended June 28/88)
The Building Trades Protection Act
The Victims of Workplace Injuries Day of Mourning Act
The Wages Recovery Act
The Warehousemen's Lien Act